



Supplier Diversity Plan

Statement of Commitment

Clark College is committed to maximizing opportunities for certified minority and women owned businesses to contract with the college for the procurement of goods and services by ensuring certified businesses are given maximum practical opportunity to directly and meaningfully participate in procurement opportunities that are fair and equitable.

Responsibility

The responsibility for managing the Supplier Diversity Strategic Initiative and its content is the Vice President of Administrative Services. The Vice President delegates implementation, monitoring and reporting under the plan to the Purchasing Manager. The Purchasing Manager reports to the Director of Business Services who will work in conjunction with Purchasing Services staff to ensure that procurement activities are conducted within the parameters of the plan.

Strategic Approach to Outreach

Clark College will take a strategic, pro-active approach in soliciting Minority and Women Owned Firms' participation in procurement activities including but not limited to the following:

- Consistent use of WEBS for competitive solicitations;
- The Purchasing Department will draft and publish Requests for Quotations and Requests for Proposals in such a manner to encourage successful competition by OMWBE firms;
- RCW 28B.10.029 may exercise independently those powers to purchase from alternative contracts other than GA contracts to increase opportunities for certified OMWBE firms to do business with the college;
- The Purchasing Department will participate in vendor outreach opportunities sponsored by the Department of General Administration;
- Clark College will participate in local community vendor outreach events as much as is reasonable.

Staff Training

The Purchasing Manager will provide training to department employees with the responsibility for procurement and contracting regarding the appropriate implementation measures for each applicable outreach strategy.

Goals and Objectives

Annual Goals:

In order to set meaningful, realistic and attainable goals, Clark College will do the following:

- Collect historical data by type of procurement and, if possible, by commodity or type of commodity;
- Determine availability of OMWBE suppliers for types of commodity or procurement activity;
- Determine realistic annual goals based on available OMWBE suppliers;
- Encourage additional OMWBE firms to participate, particularly in areas of historically under-represented areas.

Record Keeping and Reporting

Record keeping related to the college's Supplier Diversity Strategic Initiative, including copies of contracts, awards and PO's will be kept in the college's Purchasing Services Office.

Accuracy in reporting expenditures to OMWBE will be the responsibility of the Purchasing Department, under the umbrella of Business Services. Accounts Payable staff will be trained in the use of accurate sub-objects for OMWBE reporting and importance of accuracy in data entry.

2nd Tier Contracting & Reporting

Identification of method used to monitor/report expenditures and work with vendors for identification of work.

Dispute Resolution

Resolution of disputes regarding the use of OMWBE certified vendors will be the responsibility of the Purchasing Manager, in collaboration with the individual department manager involved in the dispute. Complaints related to the college's Supplier Diversity Strategic Initiative will be first investigated by the Director of Business Services who will present findings and recommendations to the Vice President of Administrative Services. The Vice President of Administrative Services will be responsible for the final disposition of the complaint.

Annual Review

The Purchasing Manager will review all competitive procurement policies, procedures, contract language and forms to ensure that they follow Supplier Diversity Strategic Initiative guidelines.

The Supplier Diversity Strategic Initiative will be reviewed and updated annually to reflect adjustments to our on-going efforts to promote supplier diversity.

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